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Division of Forensic Science IMPRESSION UNIT TRAINING MANUAL	Amendment Designator:
	Effective Date: 6-May-2004
<p data-bbox="483 323 1218 352" style="text-align: center;">ASSESSMENT/TRAINING OF EXPERIENCED PERSONNEL</p> <p data-bbox="245 415 1544 842">The responsibility for assessing the degree of qualifications of newly hired personnel who have previously successfully completed a qualifying training program of instruction in Forensic Impression Examination shall lie with the Section Chief. In order to substitute for the entirety of the training specified in this manual, the qualifying course must have been formally structured, must have covered all appropriate facets of Forensic Impression Examination, must have been administered by a reputable organization (or individual), and the duration must not have been less than six months (full-time). Methods of verifying the completion of prior training could include reviewing the individual's job application, personal interview, review of transcripts or prior training records, checking references, consulting with previous training officers, administering a series of practical exams, plus others. Newly hired personnel shall not be considered for certification by the Division Director (or appropriate designee) to begin any actual casework until each has successfully completed at least one competency test and an appropriate mock court exercise. The certification shall be in writing on a memorandum from the Section Chief to the Division Director, and shall contain the signatures of both the Section Chief and the Division Director (or appropriate designee). A copy of the signed memorandum shall be retained by the Section Chief.</p>	